

# **Policies and Procedures of the McDonough County Board**

(January 2012)

(Amended June 2014)

(Amended April 2019)

## **Preamble**

An organized society requires rules to establish its basic structure and manner of operation. In addition, the need for formally adopted rules of procedure arises in any assembly to facilitate smooth functioning and to avoid disagreement or misunderstandings that affect the outcome of important issues.

## **Organization of the McDonough County Board**

At the organizational meeting of the Board following the biennial County Board election, the Board shall organize and elect from among its members a Chairman and a Vice-Chairman who shall be nominated and voted upon separately by ballot. The Chairman and Vice-Chairman shall each be elected for a term of two (2) years or until his/her qualified successors are elected. The Chairman and Vice-Chairman shall serve no more than six (6) consecutive, two-year terms.

The Chairman shall preside over the meeting of the Board. The Vice-Chairman shall preside in the absence of the Chairman.

The Chairman shall appoint all committees with the consent of the Board. The Chairman is an ex-officio member of all Board committees; the chairman shall vote in committees only in case of a tie vote or to establish a quorum.

The Chairman is responsible for implementing decisions of the Board or seeing that they are implemented in a proper manner. The Chairman shall perform such other duties as the Board may assign.

The Chairman and Board members shall receive such compensation as adopted by resolution of the Board. Changes in compensation shall become effective only when members of the Board commence their terms after a re-apportionment election.

Vacancies on the Board due to resignation or death shall be filled within a period of sixty (60) calendar days according to state statutes.

At the organization meeting, members will draw lots to determine the order of voting on roll call votes.

## **Rules of Order**

Robert's Rules of Order, Revised, shall be the authoritative manual in settling all questions of parliamentary procedure.

## **Board Meeting**

The Board shall meet on the third Wednesday of each month with the time to be established by the Board.

The County Clerk shall file and preserve all committee minutes, minutes of the County Board meeting, financial statements and the agenda for all County Board meetings.

Special meetings of the Board shall be held when requested by at least one-third of the members of the Board. Requests shall be in writing and addressed to the County Clerk, specifying time, place and purpose of such meeting to members and to the general public as required by law.

## **Public Comment**

A time shall be provided on the agenda for members of the public to be heard. Such time shall not exceed thirty (30) minutes nor shall one person be allowed to speak for longer than five minutes unless the length of time is waived by a majority vote of the members present. Members of the public wishing to speak at other times on the agenda may do so by majority vote of the Board members present, or by consent of the Chairman.

All meetings shall be held in compliance with the Open Meetings Law of Illinois.

Order of Business:

- Call to Order
- Opening Protocol
- Review and Approval Minutes of Previous Meeting
- Regular Monthly Reports
- Agenda Items
- Public Comment
- Report of Committees/Announcements
- Executive Session, if needed, as per state statute
- Adjournment

## **Agenda**

The County Board Chairman in conjunction with the Committee Chairmen shall provide items for the agenda for each regular meeting of the Board. The agenda shall be sufficiently itemized to inform Board members and the public of the business to be considered by the Board. Any Board member may place an item on the agenda. All items requiring a roll call vote shall be placed on the agenda as a separate line item. Items to be placed on the agenda shall be communicated to the Chairman preferably in writing by Thursday A.M. 6 days prior to the Wednesday Board meeting.

Requirements specified in Illinois Open Meetings Act shall be followed regarding adding items to agenda and for publishing agenda.

### **Rules and Procedures**

A majority (half plus one) of the Board shall constitute a quorum for the transaction of business. All questions that arise shall be determined by a majority of those present, except in such cases as otherwise provided by Bylaws and Statute.

Roll call vote shall be made and recorded in the minutes of the meeting for the following resolutions:

1. to expend funds,
2. to approve the annual budget and tax levy,
3. to issued bonds, and
4. to fix salaries

A two-thirds vote of the members present and voting shall be required for the following:

1. to suspend the rules at any meeting,
2. to limit or end debate,

### **Board Committees**

Board Chairman may create or change standing committees.

Standing Committees meeting monthly prior to the meeting of the full Board.

Standing committees have authority to act without prior Board approval within the limits of their budget and the rules established by the County Board concerning routine personnel and purchasing matters. Authority to call committee meetings shall be vested in the Chairman of the Committee and the Board Chairman.

A majority (half plus one) of appointed committee members shall constitute a quorum.

Minutes shall be kept of all committee meetings with copies sent to the County Board office for distribution to committee members. An official copy of the minutes for each committee shall be kept in the County Clerk's office.

Committees shall prepare and submit to the Board all resolutions or motions necessary to carry out their recommendations.

Committee assignments shall be made by the Board Chairman with the consent of the assigned Board members and shall remain in place until the next County Board election.

Committee members absent from a committee meeting may send statements to be read, but no committee member may vote by proxy. In the event of a work conflict or illness committee members may vote via a conference call. The Chairman of a committee shall be entitled to vote, but shall cast his/her vote last.

## **Permanent Standing Committees**

**Law and Legal Committee:** This Committee oversees the use of County resources in the following areas: the Sheriff's Department, Supervisor of Assessments & GIS, Veteran's Assistance Commission, Landfill/Tri-County Waste Management and other environmental issues. Other legal matters needing a committee hearing are also brought to this Committee including non-routine applications of the County Sub-division Code and items referred from other committees or assigned by County Board Chair. A Performance Evaluation for the Supervisor of Assessments will be conducted annually by this committee.

**Road and Bridge Committee:** This Committee oversees the use of County resources in the following areas: McDonough County Highway Department Personnel, Budget and Operations, Wind Farm Ordinance, routine applications of County Subdivision Code and items referred from other Committees or assigned by County Board Chair. Committee works with Henderson County as needed in cooperative agreement for County Engineer. A Performance Evaluation for the County Engineer will be conducted annually by this committee.

**Elms/Building and Grounds Committee:** This Committee oversees the use of County resources in the following areas: the County Maintenance Department; maintenance of the following facilities: County Courthouse, Elms Nursing Home, County Highway Building, Dive-Rescue Building; Chockley and Foster County Cemeteries; repairs and changes recommended by the Safety Committee, and items referred from other Committees or assigned by County Board Chair. A Performance Evaluation for the Maintenance Director will be conducted annually by this committee. (Currently, the Building Commission has responsibility for maintenance of the Zahren Building, the Elms and the County Jail; by statute, the County Sheriff is responsible for oversight of operation of the County Courthouse.)

**Finance Committee:** This committee oversees County budget and financial resources as well as the use of County resources by the County Board Office Administrator, Network Administrator, Coroner, Red Cross, and McDonough County Public Transportation. The Finance Committee serves as the Insurance Committee and, if needed, as an Executive Committee of the County Board. Members of the Committee include the Chairs of all other permanent committees of the County Board. Further, at any time when the Vice Chairman of the County Board is not a Chair of any permanent committee of the County Board, he or she shall be a non-voting ex-officio member of the Finance Committee, and his or her presence at any Finance Committee meeting shall not count for quorum purposes as only the Chairs of other permanent County Board Committees can vote as full members of the Finance Committee.

**Human Resources and Planning Committee:** This Committee oversees the use of County resources in the following areas: Personnel Policy and Personnel Issues, Land Use Planning, Safety Committee, Animal Shelter and Animal Control Officer, and items referred from other Committees or assigned by Board Chair. This committee is responsible for new Board Member orientation. A Performance Evaluation for the County Animal Control Officer will be conducted annually by this committee.

**ESDA and Claims Committee:** This Committee oversees the use of County resources for Emergency Services and Disaster Assistance; reviews all claims made to the County Treasurer each month, and other items referred from other committees or assigned by the Board Chair. A Performance Evaluation for the County ESDA Director will be conducted annually by this committee.

### **Temporary Standing Committee**

**Comprehensive Plan Committee:** This Committee oversees the use of County resources in the following areas: Coordination of the McDonough County Comprehensive Plan: engagement of professional firm(s) to develop a County Comprehensive Plan, collaboration with the professional planners, townships, municipalities, civic organizations. Other planning and development issues may be assigned by the Board Chair to this committee, including researching of proposed ordinances.

### **Appointments to Public Boards, Commissions and Special Committees**

The chairman shall appoint members of public boards, commissions, and special committees as are required by Illinois Law or by County Board action. These appointments may be made with the advice of the Executive Committee and shall be subject to approval by a majority vote of the County Board. Board members shall be notified of proposed appointments by the inclusion of the names of proposed appointees in the Board Agenda prior to the regular or special County Board meeting at which the appointment is to be voted on.

### **Compensation and Expenses**

The compensation to be paid to the members of the County Board is fixed by Resolution, per diem plus mileage (IRS Rate) for each official function attended as listed below. Typically, compensation increases are made annually at the rate of the Consumer Price Index.

This policy is instituted to assure fair and equitable compensation for McDonough County Board Members as they perform their duties and to ensure such compensation remains within budget constraints.

**Meeting Attendance:** Board Members will be paid the meeting rate established by Resolution for attending the following:

1. McDonough County Board Meeting on the 3<sup>rd</sup> Wednesday of each month;
2. McDonough Board Committee meetings if member is appointed to said committee by County Board Chair;
3. Regular meetings of intergovernmental agencies to which Member has been appointed by County Board Chair, e.g. Tri-County Solid Waste, WIRC/WIRC-CAA, etc.;
4. Meetings of Ad Hoc committees, including labor negotiations, if Member has been appointed to said committee by the County Board Chair;
5. Any meeting where the Member's attendance is specifically requested by the County Board Chair or any meeting where the Member is substituting for a Committee Chair.

In the event that one meeting immediately precedes another, i.e., back-to-back meetings, only one meeting/mileage will be paid.

The County Board Chair is paid an additional monthly stipend and mileage expenses (IRS Rate) in addition to being paid for meeting attendance as listed above in items #1 and #2. The stipend for performing other duties related to the position is set by Resolution.

Every Board Member, including Committee Chairs, will encounter issues and duties associated with the position. Generally speaking, phone conversations, informal conferences, information gathering, errands and electronic communications do not constitute a meeting for the purpose of meeting payment.

The County Board Chair makes the final decision regarding eligibility for meeting payment.

**Payment Procedure:** For Meeting types #1 and #2 above members should initial the attendance sheet at the Full Board meeting on the 3<sup>rd</sup> Wednesday of each month. All other meeting payment requests should be submitted to the Claims Committee for approval.

**Educational Seminars:** Board Members are encouraged to attend educational programs relevant to their positions as Board Members. Currently, University of Illinois Cooperative Extension and IACBMC among others offer excellent educational opportunities. However, because the County General Fund Education budget is shared among all County employees, funds are limited.

Generally speaking, The McDonough County Board will reimburse registration fees, mileage, if outside McDonough County, lodging and meals (if not included in conference fees) when such expenses are approved in advance. The County Board Chair makes the final decision in the event that questions arise or funds are unavailable.

Board Members interested in attending conferences for which a fee is charged should contact the County Board Office Administrator regarding the availability of funds. Board Members are strongly advised to coordinate meeting and registration arrangements through the County Board Office. Failure to do so may result in denial of reimbursement. When practical, carpooling is strongly encouraged.

Educational programs do not constitute meeting for the purpose of meeting payment.

**Reimbursement Procedure:** A Claim Form along with all appropriate receipts should be submitted to the Claims Committee for approval. Claims for compensation are to be submitted monthly.

### **Amendments**

These Policies and Procedures may be amended, altered, changed, added to or repealed by the affirmative vote of two-thirds of the members of the entire County Board at any regular or special meeting provided that notice of the intention to amend has been included in the Board Agenda.